

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

December 19, 2013

8:30 a.m.

Attendance: Mr. Long, Chairperson participated via conference phone call; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 8:40 a.m. by the Vice Chairperson.

MINUTES

A motion was made by Ms. Ward and seconded by Ms. Hall to accept the minutes of the November 21, 2013 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Ms. Fields asked Mr. Long if he had heard anything from the Committee on Committee's regarding the reappointment of Gretchen Hall to the Board. He stated he had not and would send another letter to the Committee on Committees requesting reappointment.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Ward and seconded by Mr. Eddy to approve the November bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms. Hall and seconded by Ms. Ward to approve the October Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Ms. Ward to approve the November Section 8 Statistical Report. Motion approved unanimously.

Ms. Fields stated that the administrative fee being provided by HUD is not sufficient to pay for the administration of the program. The administrative fee reserves have been used for the past few years to supplement the HUD fee reductions. The resulting fee reduction (reduced to 68%) from sequestration has all but eliminated those reserves. Currently the reserves will only pay for a couple more months of administration of the program. Mr. Simonson asked Ms. Fields to request that Mr. Hart set up a meeting for early January with the five town CEOs to inform them of the issues and request administrative fee help to be considered for their 2014/2015 budgets.

Mr. Simonsen also suggested Ms. Fields speak with CHFA and the fee accountant to see if we could make some adjustments to Holinko Estates and Wrights Village budgets to reflect the additional costs to both properties if the Section 8 program was no longer being administered by the Housing Authority.

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Committee did not meet last month.

General Reports

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Holinko Estate Solar Panels/Exterior Lighting Upgrades

Ms. Fields and Brendan Smith, with Sunlight Solar, have decided to begin the lighting replacement in February or March because Ms. Fields does not have time to manage the project due to the Housing Authority being short staffed with one staff member being out on short term disability. Mr. Smith indicated that he thought the rebate for the lighting would be around \$2,000 from CL&P and Ms. Fields asked him to proceed with the application for the rebate.

Executive Session - Real Estate

Ms. Fields asked the Vice Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Eddy and seconded by Ms. Hall to invite Ms. Fields and to go into Executive Session at 9:50 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:20 a.m.

NEW BUSINESS

None

MEETING DATE REVIEW

Meeting Dates for 2014 will be the third Thursday of each month. Exceptions were made for January and February. Meetings for those months will be January 22, 2014 and February 13, 2014.

OTHER BUSINESS

Ms. Fields requested that Wrights Village and Holinko Estates Waiting List be added to the agenda.

A motion was made by Mr. Eddy and seconded by Ms. Ward to add Wrights Village and Holinko Estates Waiting List to the agenda for discussion. Motion approved unanimously.

Ms. Fields requested that the previous board decision to close the Holinko Estates and Wrights Village waiting lists when they reach 35 families be reconsidered. Because the lists are now available online, many people apply who do not qualify and therefore when we review applicants to fill a unit, many applicants are removed at one time. Ms. Fields suggested that to keep from constantly opening and closing the lists that they remain open and close only when there are 35 families that would qualify based on a review of the information submitted in their application. Final qualification is made at the time a unit becomes available.

A motion was made by Ms. Ward and seconded by Mr. Eddy to keep the waiting lists for Wrights Village and Holinko Estates open unless more than 35 families appear to be qualified based on a review of the information submitted in their application. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:30 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson